The City of MAPLE VALLEY

Department of Public Works and Community Development

# New Single Family Residential Registered Plan Submittal Checklist

The checklist below identifies elements and information necessary for a successful application submittal of a Registered Plan for repeat construction of single-family residence design. Plans may contain one alternate elevation and/or roof framing plan, i.e., Elevation "A" and Elevation "B".

Changes that include a garage third car option, additional floor area, room additions or deletions, changes in load path, framing member sizes, increases in windows or other openings are considered a major revision and will require a new Registered Plan.

If you think an item is not applicable to your project, this should be brought to Staff's attention in advance of the submittal. Submittals without all items on this checklist, other than pre-approved exceptions, cannot be accepted at the Counter for further processing and will be returned to the Applicant. The information on this checklist is not meant to be all inclusive and additional materials may be required as the review proceeds.

In most cases, submittals must be made in person. Submittals by mail or email may be accepted only by prior arrangement. The City will not be responsible for material mailed or emailed without prior arrangement.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

**General**

- ☐ Completed Building Permit Application
- ☐ Completed copy of this Checklist
- ☐ **(2) copies** construction drawings (**24" x 36", stapled on LH side, not bound, NO red print)** to include the following:
  - ○ Foundation Plan
  - ○ Floor Plan
  - ○ Framing Plan
  - ○ Elevation Drawings
  - ○ Building Cross Section
  - ○ Energy/ Ventilation
- ☐ Engineer's Calculations **(2 copies)**
- ☐ Prescriptive Energy Code Compliance for All Climate Zones in Washington Worksheet **(2 copies)**
- ☐ Name of designer, signature, and date
- ☐ Plat name
- ☐ CD or flash drive with electronic copies of all materials
- ☐ Plan review fees will be collected at the time of the application submittal.

***Note: Permit and Impact Fees will be collected at the time of permit issuance, payable by check or credit card.***

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**Foundation Plans**

- ☐ Scale of 1/4" = 1 foot
- ☐ Size and shape of foundation.
- ☐ Location and dimensions of foundation walls, footings, interior piers, interior bearing footings/ foundations, slabs, patios, porches, walkways, landings, and deck supports.
- ☐ Location, size, and spacing of required reinforcing steel.
- ☐ Location, size, embedment, and spacing of anchor bolts, hold-downs, and post-to-footing connections.
- ☐ Location and size of foundation vents and crawl-space access.
- ☐ Stamped engineering calculations for foundation/ retaining walls over four feet or supporting a sur-charge per IRC R105.12.

**Floor Plans**

- ☐ Scale of 1/4" = 1 foot
- ☐ Fully dimensioned floor plan for each floor.
- ☐ Indicate use and size in square feet of each room.
- ☐ Location, size, and type of windows and doors.
- ☐ Specify header type and size over each opening.
- ☐ Beam locations, materials, grades, spacing, and Sizes.
- ☐ Location of plumbing and heating fixtures and equipment.
- ☐ Location of chimneys and fireplaces.
- ☐ Location of all switches, outlets, receptacles, and electric appliances.
- ☐ Location of carbon monoxide and smoke detectors.
- ☐ Location of guards and handrails.

**Framing Plans**

- ☐ Scale of 1/4" = 1 foot
- ☐ Size, species, grade, spacing, and span of all framing members.
- ☐ Location, size, species, grade, and height of posts under beams.
- ☐ Floor joist, ceiling joist, truss and roof rafter size, run direction, span, and spacing.
- ☐ Panel identification indexes for floor and roof sheathing.
- ☐ Location and nailing schedule of bearing/shear walls.
- ☐ Interior and exterior braced wall lines and sections consistent with the requirements of IRC R602.10 or provide details on plans designed and stamped by a state-licensed professional structural engineer.
- ☐ Unconventional framing must be designed and stamped by a State-licensed professional Structural Engineer.
- ☐ Details of any special connection method(s).

**Elevation Drawings**

*(Only one alternate elevation allowed.)*

- ☐ Specify height above finish grade to finished floors, top plate/ceiling and highest point of structure.
- ☐ Specify all finished materials to be used.
- ☐ Depict doors and windows. Distinguish between openable and fixed windows, safety glazing.
- ☐ Specify roof pitch and material.

*(Continued on page 3)*

**Building Cross-Sections**

- ☐ Scale of 1/4" = 1 foot
- ☐ Cross-section of footings and foundation.
- ☐ Mudsill anchorage and material, naturally decay resistant or preservative treated.
- ☐ Floor construction to include size and spacing of joists or manufactured trusses and insulation.
- ☐ Material and method for post-to-beam connections.
- ☐ Wall construction showing wall interior and exterior finishes, insulation R-value, and double top plate.
- ☐ Ceiling construction showing size and spacing of joists and insulation R-value.
- ☐ Roof construction showing size and spacing of joists, rafters or trusses; insulation R-value, sheathing, underlayment, and roofing material.
- ☐ Full-height section through stairways, including riser and tread framing dimensions, riser height and tread width, handrail height above tread nosing, and clearance to ceiling above the stairs.
- ☐ Full-height section through fireplace and chimney, including reinforcing materials.

**Energy/Ventilation**

- ☐ Specify selected design approach: component performance, systems analysis, or prescriptive.
- ☐ Show compliance with ventilation requirements.
- ☐ Pertinent data and features of the building, equipment and systems, including, without limit, design criteria, exterior envelope components, envelope system U-factors, insulation R-values, size and type of equipment and equipment controls.
- ☐ Include window model numbers, frame type, and U-values demonstrating compliance the Energy Code on compliance forms or on plans as part of a window schedule.

**CITY OF MAPLE VALLEY**

**MINIMUM DESIGN CRITERIA**

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|---|---|
| Wind Loading | 110 mph — R Occupancies |
| Exposure | "B" |
| Topographic Effects | No |
| Seismic Category | D1 |
| Roof Snow Loading | 25 psf |
| Assumed Soil Bearing Capacity | 1,500 psf |
| Subject to damage from: | |
| Weathering | Moderate |
| Frost Line Depth | 12 Inches |
| Termite | Slight to Moderate |
| Decay | Slight to Moderate |
| Air Freezing Index | 1500 |
| Winter Design Temperature | 22 Degrees F |
| Summer Design Temperature | 85 Degrees F |